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school bus drivers

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Illinois State Board of Education

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PURPOSE

The purpose of this pamphlet is to inform school bus drivers of the necessary steps they must take in order to obtain a School Bus Driver's Permit. This pamphlet also serves as a resource guide by listing the laws and rules and regulations that pertain strictly to school bus drivers.

THE SCHOOL BUS DRIVER'S PERMIT

The School Bus Driver's Permit is issued by the regional superintendent of schools for the county in which application is initiated. Possession of this document is required, by law, before any individual may operate a school bus to transport pupils in Illinois. This document is issued in addition to the Illinois Driver's License. The Illinois Driver's License is issued by the Secretary of State; and possession of a valid driver's license is required to operate a specified class vehicle in Illinois.

1. No person shall drive a school bus when transporting students unless such person possesses a valid School Bus Driver's Permit.
2. No person shall drive any vehicle owned or operated by or for a public or private school, or a school operated by a religious institution, where such vehicle is being used over a **regularly scheduled route** for the transportation of students unless such person possesses a valid school bus driver's permit.

In cases where a currently employed school bus driver terminates employment in one county and desires employment in another during the year for which the permit is valid, the driver is responsible for insuring that the necessary records are forwarded to the county in which employment is desired. Where the permit is valid, no additional fee is required.

HOW TO OBTAIN A SCHOOL BUS DRIVER'S PERMIT

School Bus Driver's Permits are issued by the regional superintendent of schools. Persons wishing to apply for a School Bus Driver's Permit must obtain (1) an Application for Illinois School Bus Driver's Permit and (2) an Annual Health Certificate for Illinois School Bus Driver. These are available at the regional office of education and at most district superintendents' offices or from district directors of transportation.

NEW DRIVERS

If you will follow the directions required by law in the order noted below you should have little or no problem beyond the time required to go through the process.

1. Each applicant must first successfully complete an interview with the employing school district's designee to determine the acceptability of the applicant in terms of all provisions outlined in **Illinois Revised Statutes, Section 6-106.1**. When the interview identifies the need to have a hearing with the regional superintendent, the hearing process must be completed and a copy of the hearing results must be attached to the application prior to proceeding to the Secretary of State's Examination Station. Without the documentation the examiner will not administer an examination.
2. Complete in duplicate Section I of the application.
3. Complete Part A (all of side 1) of the health certificate.
4. Take the health certificate to your examining physician who should complete PART B (all of side 2) as part of the examination procedure. **TWO SPECIAL NOTES:** (1) when the examining physician does not complete an eye examination, you must have an ophthalmologist or licensed optometrist examine you and sign in lower right box . . . otherwise, your doctor's signature in the lower left box is all that is needed. (2) Because you are a new driver, you must obtain from your physician evidence of a satisfactory tuberculin test.
5. Check with the regional superintendent's office about additional steps you must take if you are coming from or reside in another state.
6. You may proceed to the Driver's License Examination Station for the written examination and road test. The

examiner will review your driving history to determine compliance with statutory requirements. Your superintendent or director of transportation will provide necessary assistance.

7. AFTER the above directions have been satisfactorily completed bring: (1) your application, (2) your health certificate, and (3) TB test result to the regional office of education.
8. A two dollar (\$2.00) fee will be required. IF everything is found to be satisfactory, the regional superintendent's office will enroll you in an initial school bus driver training course to be completed within 45 school days of the date of application and Section III of the application form will be completed by the regional superintendent's office. At this time, you will be issued your School Bus Driver's Permit on behalf of the State of Illinois valid normally for one (1) year from the date of issuance.

REMEMBER. . . School Bus Drivers' Permits represent a great faith in you as a driver, as a person of good character and one who is interested in and physically able and trained to look after the welfare of youngsters. The permit will be revoked at any time you prove unworthy of this trust.

HOW TO REAPPLY FOR A SCHOOL BUS DRIVER'S PERMIT

It will not be necessary for CURRENT SCHOOL BUS DRIVERS to be retested at the Driver's License Examination Station, IF not more than (30) days have elapsed since the last permit expired, unless an upgrade of license is necessary.

1. An individual reapplying for a School Bus Driver's Permit must complete the Application for Illinois School Bus Driver's Permit. Write "reapplication" in Section II of this form.
2. The individual reapplying MUST complete all of Part A of the Annual Health Certificate for Illinois School Bus Driver AND Part B must be completed by the driver's physician.
3. After steps 1 and 2 (above) have been completed, bring or mail the forms to the regional office of education. Section III will be completed by the regional superintendent's office. Present the "Driver's Copy" of your last School Bus Driver's Permit at this time.
4. You must complete refresher training scheduled by the regional superintendent each year.
5. A two dollar (\$2.00) fee is required to reissue a valid permit. Your new permit will normally expire one (1) year from date of issuance.

SPECIAL NOTE: As an experienced driver you are aware of the tremendous importance of this job. You realize the trust and faith parents and school personnel have in you. Unless someone has driven a school bus they can never know some of the frustrations you experience almost daily. If situations arise where you need help in dealing with them let the proper school administrator know the situation.

STUDY THE FOLLOWING INFORMATION AND THE SECRETARY OF STATE'S PUBLICATION, "RULES OF THE ROAD," TO ASSIST IN PREPARING YOURSELF FOR THE SCHOOL BUS DRIVER'S EXAMINATION.

LAWS

1. School Bus (Illinois Revised Statutes, Chapter 95½, paragraph, 1-182). "School Bus" means every motor vehicle, except as provided in the following paragraph, owned or operated by or for any of the following entities for the transportation of persons regularly enrolled in any such entity as students in grade 12 or below in connection with any activity of the entity: a

school operated by a religious institution or a public or private nursery, primary, secondary or parental school.

(a) This definition does not include the following:

- (1) a bus operated by a public utility, municipal corporation or common carrier authorized to conduct local or interurban transportation of passengers when such bus is on a regularly scheduled route for the transportation of other special trips or in connection with special events or for shuttle service between attendance centers or other educational facilities and not over a regular or customary school bus route;
- (2) a motor vehicle of the first division.

2. School Bus Driver's Permit (Illinois Revised Statutes, Chapter 95½, Section 6-104, paragraph (d)) requires that no person shall drive a school bus without possession of a valid School Bus Driver's Permit. The requirements necessary to obtain a School Bus Driver's Permit are listed in Illinois Revised Statutes, Chapter 95½, Section 6-106.1.

Upon proper application and payment of the required fee in the amount of \$2.00, a School Bus Driver's Permit shall be issued, as prescribed by the Illinois State Board of Education, by the regional superintendent of schools for the county in which application is initiated, to each applicant who meets the following requirements:

- (1) is 21 years of age or older;
- (2) has a valid and properly classified driver's license issued by the Secretary of State;
- (3) has held a valid driver's license, which has not been revoked or suspended for one or more traffic violations, for three consecutive years immediately prior to the date of application;
- (4) has successfully passed a written test administered by the Secretary of State on school bus operation, school bus safety and special traffic laws relating to school buses as the Illinois State Board of Education prescribes, and that a review of each applicant's driving habits will be completed by the Secretary of State at the time the written test is given, and when the results of this review indicate that the applicant is not in compliance with paragraph (9) and (10) of the section, there will exist imminent cause for failure of the written test;
- (5) has demonstrated the ability to exercise reasonable care in the operation of school buses in accordance with such standards as the State Superintendent of Education prescribes;
- (6) demonstrates physical fitness to operate school buses by submitting the results of a medical examination conducted by a licensed physician within 90 days prior to the date of application according to standards promulgated by the Illinois State Board of Education;
- (7) has not made a false statement or knowingly concealed a material fact in any application for permit;
- (8) has enrolled in an initial classroom course, including first aid procedures, in school bus driver safety as prescribed by the Illinois State Board of Education, to be completed within 45 school days; and after satisfactory completion of said initial course an annual refresher course; such courses and the agency or organization conducting such courses shall be approved by the Illinois State Board of Education; failure to complete the initial classroom course within 45 school days, or to satisfactorily complete the annual refresher course, shall result in suspension of the permit until such course is completed;
- (9) has not been convicted of more than two offenses against traffic regulations governing the movement of vehicles within one year of the

date of application provided, however, that the regional superintendent may issue a permit to an applicant who has been convicted of two such offenses within one year if, after a hearing, he finds that the violations do not demonstrate careless or reckless driving habits which may endanger the life or safety of any of the driver's passengers;

(10) has not been convicted of reckless driving, driving while intoxicated, manslaughter or reckless homicide resulting from the operation of a motor vehicle within three years of the date of application; and

(11) has never been convicted of murder, rape, deviate sexual conduct or assault, indecent liberties with a child, contributing to the sexual delinquency of a child, indecent solicitation, public indecency, aggravated incest, prostitution, soliciting for a prostitute, pandering, keeping a place of prostitution, pimping, obscenity, handling of harmful materials, burglary, theft, assault or battery, compelling membership in any organization, possession, sale or exchange or instruments adapted for illegal drug use or abuse, abortion, possession of a deadly weapon, armed violence, criminal usury, juice racketeering, looting, selling or renting or transferring any air rifle illegally to a child, window peeping, illegal manufacture, possession, sale or delivery of controlled substances, and has never been adjudicated a sexually dangerous person.

If, however, the regional superintendent determines that for at least five years after conviction for any of the above offenses such person has led an exemplary life and become a law-abiding citizen, the regional superintendent may issue a School Bus Driver's Permit.

(12) has not been repeatedly involved as a driver in motor vehicle collisions or has not been repeatedly convicted of offenses against laws and ordinances regulating the movement of traffic, to a degree which indicates lack of ability to exercise ordinary and reasonable care in the safe operation of a motor vehicle or disrespect for traffic laws and the safety of other persons upon the highway;

(13) has not, through the unlawful operation of a motor vehicle, caused an accident resulting in the death of any person or;

(14) has not, within the last five years, been adjudged to be afflicted with or suffering from any mental disability or disease.

A School Bus Driver's Permit shall normally be valid for one year from date of issuance. It shall not be renewable, but a new permit shall be issued upon compliance with this section. The regional superintendent may extend the permit period up to a maximum of 30 days in instances of emergency.

A School Bus Driver's Permit shall contain the holder's driver's license number, name, address, zip code, social security number, date of birth, a brief description of the holder and a space for his or her signature. The Illinois State Board of Education may at its discretion include a suitable photograph of the holder.

The regional superintendent shall forthwith revoke a School Bus Driver's Permit whenever the Secretary of State has revoked or suspended the holder's driver's license and whenever the regional superintendent receives notice that the holder has been convicted of any offense listed in subparagraph (10) or (11) of the requirements necessary to obtain a School Bus Driver's Permit. The regional superintendent shall forthwith suspend or revoke a School Bus Driver's Permit upon receiving notice that the holder has been convicted in accordance with subparagraph (9) of the requirements to obtain a permit. If such action is taken, the holder shall be entitled to a hearing conducted by the regional superintendent.

3. Operation of the school bus:

- A. **Railroad Crossings (Illinois Revised Statutes, Chapter 95½, Section 11-1202, (d)):**
All school buses shall stop at all railroad crossings when carrying passengers except at any railroad grade crossings located upon a 4-lane highway where the posted speed limit is in excess of 45 miles per hour or any railroad grade crossing at which traffic is controlled by a police officer or human flagman.
- B. **Stopping, loading and discharging passengers on highways having four or more lanes (Illinois Revised Statutes, Chapter 95½, paragraph 11-1415)**
A school bus traveling on a highway having four or more lanes for vehicular traffic shall stop for the loading or discharging of passengers only on the right side of the highway and when so stopped shall load or discharge only those passengers whose residences are located to the right of the highway. This section shall not apply when children are escorted by competent persons designated by the school authorities or by law enforcement officers.
- C. **Passengers boarding or exiting a school bus (Illinois Revised Statutes, Chapter 95½, paragraph 11-1423)**
(a) At all pick-up points where it is necessary for a school bus passenger to cross the roadway to board the bus, the school bus driver shall signal the awaiting passenger when it is safe to cross the roadway ahead of the bus.
(b) At all discharge points where it is necessary for a school bus passenger to cross the roadway, the school bus driver shall direct the passenger to a point approximately 10 feet in front of the bus on the shoulder and shall then signal the passenger when it is safe to cross the roadway.
- D. **Flashing signal lamps (Illinois Revised Statutes, Chapter 95½, paragraph 11-1414 (c) and (d)).**
(c) The alternately flashing red signal lamps of a 4-lamp or 8-lamp flashing signal system required by Section 12-805 shall be actuated after the school bus has come to a complete stop for the purpose of loading or discharging pupils and shall be turned off before starting out again. The red signal lamps shall not be actuated at any other time except as provided in subsection (d) of the Section.
(d) The alternately flashing amber signal lamps of an 8-lamp flashing signal system, or the alternately flashing red signal lamps of a 4-lamp flashing signal system, required by Section 12-805 shall be actuated continuously during not less than the last 100 feet traveled by the bus before stopping for the purpose of loading or discharging pupils within a business or residential district and during not less than the last 200 feet traveled by the bus outside a business or residential district. The amber signal lamps shall remain actuated until the bus is stopped. The amber signal lamps shall not be actuated at any other time.
- E. **Stop Arm (Illinois Revised Statutes, Chapter 95½, paragraph 11-1414 (b))**
(b) Stop signal arm shall be extended after the school bus has come to a complete stop for the purpose of loading or discharging pupils and shall be closed before the bus is in motion. The stop signal arm shall not be extended at any other time.
- F. **Seat belt for driver (Illinois Revised Statutes, Chapter 95½, paragraph 12-807).** Each school bus shall be equipped with a retractable lap belt assembly for the driver's seat. No school bus shall be operated unless the driver is properly restrained with the lap belt assembly.

4. Miscellaneous:

Approaching, overtaking, and passing a school bus (Illinois Revised Statutes, Chapter 95½, paragraph 11-1414 (a) and (e))

- (a) The driver of a vehicle upon a highway upon meeting or overtaking, from either direction, any school bus which has stopped on the highway for the purpose of receiving or discharging pupils shall stop the vehicle before reaching the school bus when there is in operation on the school bus a visual signal and the driver shall not proceed until the school bus resumes motion or the driver of the vehicle is signaled by the school bus driver to proceed or the visual signals are no longer activated. The Secretary of State shall suspend for thirty days the driver's license of any driver convicted of violating this subsection.
- (e) The driver of a vehicle upon a highway of which the roadways for traffic moving in opposite directions are separated by a strip of ground which is not surfaced or suitable for vehicular traffic need not stop the vehicle upon meeting or passing a school bus which is on the opposite roadway; and need not stop the vehicle when driving upon a controlled access highway when a school bus is stopped in a loading zone adjacent to the surfaced or improved part of the controlled access highway where pedestrians are not permitted to cross such controlled access highways.

RULES AND REGULATIONS FOR OPERATING A SCHOOL BUS

School buses must be operated in accordance with all legislative acts, Illinois State Board of Education Rules and Regulations and Illinois Department of Transportation Rules and Regulations.

- 1. Each driver shall conform with the Illinois Department of Transportation's pretrip inspection requirement.
- 2. The service door shall be closed at all times when the bus is in motion.
- 3. Windows shall not be lowered below the stop line painted on the body pillar.
- 4. The emergency door shall be unlocked but securely latched when operating the school bus.
- 5. The driver shall not leave the bus while the motor is running.
- 6. The gasoline tank shall not be filled while there are any persons on the bus or while the motor is running.
- 7. The "School Bus" signs shall be displayed only when the bus is being used for official school transportation.
- 8. The required alternately flashing warning lights and stop arm shall be used only when stopping to receive or discharge students.
- 9. The manufacturer's capacity for a bus shall not be exceeded.
- 10. All passengers shall be seated when the bus is in motion.
- 11. Students shall not be asked to leave the bus along the route for breach of discipline, nor shall they be asked to sit anywhere other than a seat for breach of discipline.
- 11.1 Gross disobedience or misconduct on the part of a student shall be reported to the proper school authority for appropriate disciplinary action.
- 12. The driver shall not back a bus at the school while students are in the vicinity, unless a responsible person is present to guide the bus driver.
- 13. Loading — When children are picked up in the morning and must cross the roadway, the driver shall beckon them to cross the road when it is safe to do so. The student shall be instructed to wait for the proper signal to cross the roadway when

traffic conditions are such that they may go ahead of the bus.

- 13.1 The driver on a regular route shall not wait for a tardy student but proceed on a timely route if the student is not in sight. The driver should be seldom late and never early.
14. Unloading — At school, the bus shall be driven into the school grounds to discharge pupils or they should be discharged so they will not have to cross a street. At all discharge points where it is necessary for pupils to cross the roadway, the driver shall direct the students to a distance at least 10 feet in front of the bus on the shoulder of the highway and to remain there until a signal is given by the bus driver for the students to cross.
15. The driver shall not allow a student to get off the bus at any place other than the student's designated discharge point unless permission is granted by the proper school official.
16. The driver shall transport no animals with school children without permission of school authorities. The animal must be properly confined at all times on the school bus.
17. The driver shall not permit a weapon or explosive of any kind on the bus.
18. In case of an accident or breakdown while the bus is transporting students, the first consideration shall be whether it is safer to evacuate or to leave the students on the bus.
19. All accidents shall be reported, immediately to the appropriate school official.
20. A copy of the Illinois Department of Transportation's "Motorist Report of Motor Vehicle Accident Form" (SR-1) shall be forwarded immediately to the regional superintendent in case of an accident.
21. When stalled on the highway or shoulder of the highway, place appropriate signals as outlined in the Illinois Secretary of State's publication, **Illinois Rules of the Road**, under the heading "Disabled Vehicles."
22. The driver shall not smoke or be under the influence of intoxicating beverages or drugs when operating a school bus.
23. While carrying passengers, the driver shall stop at all railroad crossings except on a four lane highway with speed limits in excess of 45 miles an hour, or where the grade crossing is protected by a human flagman or law enforcement officer.
- 23.1 The driver shall stop between 15 and 50 feet of the first rail. While stopped, open the service door, listen and look in both directions for any approaching train. When the driver determines that no train is approaching, close the door, then proceed completely across the grade crossing in low gear.
- 23.2 The driver shall not change gears while crossing the tracks.
- 23.3 The driver shall not use the alternately flashing warning signals or stop arm at railroad grade crossings.
24. The driver's seat belt shall always be properly fastened before putting the bus in motion.